

Work Order Authorization Instructions

Work Order: For on-going work orders, use the work order number assigned to the associated WIN/Phase. For new starts, see the "Chart of Accounts" for prefix selections and descriptions.

Date Sent: Enter the date the work order was sent to Headquarters. This is not necessarily the same day the work order was filled out.

Date Received: Leave the field blank.

Work Item: Enter the Work Item Number as assigned in CPMS.

WOA Title: Describe the project work. This should be the same as the Work Item title entered in CPMS.

PIN: List all PINs linked to the Work Item/phase in CPMS.

Work Description: Enter a brief description of the work associated with the fund request. (This can be the same as the Work Item Description entered in CPMS.)

Phase: Check either PE (Preliminary Engineering), RW (Right of Way), or CN (Construction) to match the phase entered in CPMS. (*Only one phase is allowed per work order.*)

Manager/Org. Code: Enter the Org. Code and the name of the Org. Manager responsible for monitoring the project funds, scope changes, etc. (The Headquarters Accounting Office will forward any documentation that is needed to manage and track the work order to this individual.)

Source of Funds: Indicate the funding source for the work order authorization.

- Check "State" if funds are to be paid by Washington State. Do not check State if the only State funds are a match for federal dollars.
- Check "Federal" if funds are to be paid through participating FHWA dollars. (Non-FHWA federal dollars are considered local dollars for work order purposes.)
- Check "Local" if funds are to be paid by sources other than Washington State or FHWA (e.g., local governments, developers, the Bureau of Indian Affairs). Check "TIB" if Transportation Improvement Board funds are planned for the project. Include the TIB agreement number if known.
- Check "ER" if the project is eligible, or potentially eligible, for Federal Emergency Relief reimbursement.

WOA Type: Check Perpetual for ongoing work orders, or Biennial for work orders that will close by the end of the biennium.

Unit: Enter 2-digit Unit Code (WSF use only). The Unit Code is used to track capitalized work-in-progress expenditures in WSF's construction program.

County(s): List all the counties included in the project work.

SR(s): List all State Route numbers associated with the project work.

Mile Post: Enter the beginning and ending mile post for the project to the nearest hundredth of a mile.

Reimbursable From: If local funds are being used, indicate the contributing agency(s).

Receivable Agreement No.: Indicate the receivable agreement number associated with the local funds.

% / AMT: Enter the percentage amount or the dollar amount specified in the terms of the receivable agreement.

Date Executed: Enter the date the agreement was executed. (*Do not send in a work order if this date is not known. The work order cannot be set up in TRAINS until the agreement has been executed.*)

FOR FA PROJECTS ONLY: Complete this section only if the work order is for a federal aid project.

FA No.: Enter the Federal Aid Project number if known. If unknown, leave the field blank.

FA %: Leave blank. Headquarters Program Management Office will enter the percentage of federal participation.

FA Approp.: Leave blank. Headquarters Program Management Office will enter the Federal Aid Appropriation Number.

FHWA Auth. Date: Leave blank. Headquarters Program Management Office will enter the date of federal authorization.

RW Cert To HQ: For new federal aid projects, check YES if right of way certification has been submitted to the Headquarters Real Estate Services Office. Check N/A if certification is not required.

STIP Ref.: Enter the STIP project identification number. This is required for all federal aid projects.

Design Approved: Enter the date of design approval.

NEPA: Enter the date of National Environmental Protection Act (NEPA) approval.

Previous Authorization: Enter the amount of previously authorized dollars, the balance forward from the latest work order processed.

Group Category: Enter the amount that falls within each group category. (See the Chart of Accounts for additional details about these categories.)

Work Done Contractor: (*For construction phase only*). Enter the amount of anticipated payments to contractors, including sales tax to be paid through the Contractor Payment and Administration System (CAPS) or by voucher.

Work Done Others: Enter the amount of anticipated payments for work performed by parties other than WSDOT or contractors. Enter a corresponding payable agreement number so the work order can be processed in TRAINS.

Construction Engineering: (*For construction phase only*). Enter the amount of expenditures by project engineering staff or others associated with the project. This is a variable percentage amount depending on the project size and type.

State Work Force: Enter the amount of expenditures for construction performed by WSDOT personnel (i.e., labor, equipment, materials). Include costs such as those for striping, traffic control, and flagging.

Material Furnished: (For construction phase only) Enter the estimated value of material furnished by WSDOT to the contractor or to the local agreement.

Contingencies: (*For construction phase only*). Enter the percentage amount of the contract including sales tax to be used as a reserve for other group category overruns on work within the original scope of the project. This reserve must be depleted before the total authorization can be increased.

R/W Acquisition: Enter the amount to be used for the purchase of real property. Be sure to send the parcel number and True Cost Estimate with the work order.

R/W Other: Enter the costs associated with work performed by the HQ Real Estate Services Office. This will include administrative costs associated with the purchase of the property, but not the cost of the property itself.

Vendor Supplied Serv. and Matls.: Enter the amount to be used for vendor supplied services or materials.

New Total Authorization: Enter the sum total of the Previous Authorization + Group Category amounts.

CE / PE: Enter the percentage of Construction Engineering or Preliminary Engineering costs associated with the project.

PIN: List all PINs linked to the Work Item/phase in CPMS.

Sub. Prog.: Enter the corresponding subprogram code for each PIN listed.

Fund Acct.: Enter the appropriate fund for the work order. (For I&P Programs, leave blank.)

Leg. Approp.: Enter the appropriate legislative appropriation code for the work order. (For I&P Programs, leave blank.)

Finance Codes: Enter the finance code(s) associated with each PIN.

Amount Change: Enter the amount by which the work order is increasing/decreasing for each PIN.

Control Section: Enter the control section where expenditures are anticipated.

Distr. % by Cont. Sect.: Enter the distribution percent by control section for how you plan to spend the remaining expenditures on each PIN.

Total Amount Change: The sum total of the separate change amounts entered for each PIN. This total will equal the total of the separate Group Category amounts.

Total Dist. % by Control Section: The sum total of the separate distribution percent amounts entered for each PIN. This total will equal 100%.

Notes: Enter any notes or instructions pertinent to processing of the work order.

Justification: Enter a complete and logical explanation of the requested change in authorization.

Notes to Accounting: Enter any additional details or accounting instructions that need special emphasis, such as new groups needed.

Created By: Fill in the name (or initials) of the individual who prepared the work order or the person to contact.

WOA Initiated By: Have the individual initiating the change sign and date the form. This could be the region Program Manager or Org. Manager.

Regional Concurrence By: Have the Regional Administrator (or designee) sign and date the form to show concurrence with all aspects of the authorization request, including expenditure authorization, justification, and funding source.

Expenditure Authorization By: If the region has signature authority for the given work order, have the Regional Administrator (or designee) sign and date the form. If the Service Center has signature authority, the appropriate Headquarters Program Manager will sign and date the form after processing is complete.



Work Order Authorization

Work Order No.		Manager		Org. Code	Work Order Date	Date Received
Work Item			Work Order Title			
PIN			Work Description			
Phase: <input type="checkbox"/> PE <input type="checkbox"/> RW <input type="checkbox"/> CN	Source of Funds: <input type="checkbox"/> State <input type="checkbox"/> TIB <input type="checkbox"/> Federal <input type="checkbox"/> ER <input type="checkbox"/> Local <input type="checkbox"/> Other		WOA Type: <input type="checkbox"/> Perpetual <input type="checkbox"/> Biennial Unit: 02	County(s): SR(s): MP: From: To:		

Reimbursable From:		
Receivable Agmt No.	% / AMT	Date Executed

FOR FA PROJECTS ONLY			
FA No.	FA %	FA Approp	FHWA Auth Date
RW Cert to HQ <input type="checkbox"/> Yes <input type="checkbox"/> N/A STIP Ref. <input type="text"/>			
Design Approved <input type="text"/> NEPA <input type="text"/>			

PREVIOUS AUTHORIZATION:	
Group Category:	
01 Work Done Contractor	
02 Work Done Others	
Payable Agmt #	
03 Engineering	
04 State Force Work	
05 Material Furnished	
06 Contingencies	
07 R/W Acquisition (need true cost)	
08 R/W Other	
99 Vendor Supplied Serv. and Matls.	
NEW TOTAL AUTHORIZATION:	

The CE / PE costs equal _____% of current est. construction

PIN	Sub Prog.	Fund Acct	Leg. Approp.	Finance Codes	Amount Change	Control Section	Distr % by Cont. Sect	Transaction Type	Net Change
								Notes :	
TOTALS :									

Work Order Justification

Notes To Accounting:	WOA Initiated By:	Org. Manager	Date
	Regional Concurrence:	Regional Administrator/ Designee	Date
	Expenditure Authorization By:	1. Program Manager / Designee	Date
	2. Program Manager / Designee	Date	